

Chenega Global Services Work Plan – Volume I

Site: Former Lyons Diecasting Facility, Task Order 21

EPA Project Code – A7X3RP00

Period of Performance: 01/07/2011 to 09/23/2011

Staff:

- Program Manager (PM)
- On-Site Manager (OSM), Regulatory Analyst (RA)
- Records Specialist (RA)
- Records Specialist (RS)
- Records Specialist (RS)
- Records Specialist (RS)

Project Summary:

EPA has completed document collection for this Site. EPA has tasked CGS to complete the following:

- Review the current Site files
- Compile information in a comprehensive report
- Update title information

Task 3.1 – Project Planning and Support

Program Manager and On-Site Manager Specific Project Management Tasks

- Administrative functions
 - Monthly reporting to provide update of current search status and invoicing
 - Monitoring task order approved budget
 - Monitoring staff performance
 - Coordinating and scheduling staff technical efforts
 - Closeout of completed task order
- OSM will attend project planning with TOPO, CO and PO
- PM will provide additional oversight of the monthly reporting and invoicing

OSM will provide written notification to the Project Officer and the Contracting Officer when approved funding will reach 85% within the next reporting period. The monthly progress report and monthly invoicing will be delivered to EPA on the 20th of each month.

Task 1.2 – Document Collection, Review and Reporting

Records Specialists and Regulatory Analyst

- Review EPA Files provided by TOPO

Regulatory Analyst will provide senior level technical guidance for all tasks.



LOE will cover the review, copying, scanning, and logging into the database of the EPA site files. It will also include the preparation of documents for the site history section of the PRP Search report.

Task 1.9 – Title Search

Regulatory Analysts and Records Specialist will:

- Update title documents with current information
- Staff will analyze title deeds and prepare a chain of title and a title tree.

LOE covers the analysis of the title and deed documents, scanning and logging information into the database and compilation of a title tree and table for the PRP Search Report.

Task 1.7 – Corporate Successors, Parent/Subsidiary Research

Records Specialists/Regulatory Analysts will:

- Confirm corporate history of Lyons Diecasting per existing Site files.
- Analyze and organize the PRP information
- Maintain a database with PRP Name, addresses and other contact information
- Search all public databases for updated financial information on Lyons Diecasting.
- Propose classification of “persons” as defined in CERCLA section 101 (21).
- **Bankruptcy Information:**
For Lyons Diecasting Company, CGS will search for any available bankruptcy information.

*If additional PRPs are found, CGS will immediately notify EPA.

LOE includes reviewing files, and creating PRP profile sheets for the development of the Corporate Research section of the PRP Search report. The ODCs associated with this task are for requested copies of relevant bankruptcy documents.

Task 1.6 Waste-In Lists

If instructed by EPA after submission of the PRP Search Report, CGS will develop a waste-in list and volumetric ranking. If transactional documents do exist and EPA determines that a change in the scope of work is necessary, CGS will provide a cost estimate for the additional work upon request. No labor or ODC costs were estimated for this task.

Task 1.8 Investigations

At this time, investigations will not be included in the cost estimate.

If it is determined by EPA that an investigation is warranted, then CGS will submit a cost estimate for the change in the scope of work.

Task 2.1- PRP Search Report

Regulatory Analyst and Program Manager

- Prepare a PRP Search report
- Review for Quality Assurance and compile the Draft PRP report
 - Site history
 - Title search
 - Corporate history and successors
 - PRP search information
 - Prepare attachments
- Finalize report following comments from EPA

Deliverables:

Draft PRP Search Report – 45 days after Task Order is issued

Report will be delivered as follows:

One hard copy

One electronic copy

Final PRP Search Report 30 days after receipt of comments from EPA staff.

Chenega Global Services Work Plan – Volume II

Site: Former Lyons Diecasting Facility, Buckner MO

EPA Project Code – A7X3RP00

Period of Performance: 01/07/2011 to 09/23/2011

*March 7, 2011
Due:*

Cost Estimate

Labor	Hours	Rate	Cost
Program Manager	1		
On-Site Manager	1		
Regulatory Analyst	1		
Records Specialist	1		
LABOR TOTAL			\$7,627.71
ODC		Materials	\$50.00
GRAND TOTAL			\$7,677.71
*ODC materials (plus OH/G&A)			